

WIC CERTIFICATION PROGRAM

Level I

Observation Checklist

DIRECTIONS

The supervisor (or other designated personnel) is to observe the trainee in the following encounters:

- ▶one hematocrit procedure
- ▶an infant length and weight
- ▶an adult or child height and weight
- ▶an initial explanation of the WIC Program to a new participant

The supervisor should monitor the trainee against the established criteria, as specified in the Observation Checklist. Place a check (T) in the "PASS" column if criteria are met satisfactorily. Check the 'FAIL' column if criteria are only partially met--or not at all. Place pertinent notations in the "COMMENTS" section.

SCORING: Add up the total number of questions applicable for this particular trainee. This is the total number of points possible. Then, subtract the number of "FAILS" received to find the adjusted score. Now divide the adjusted score by the total number of points possible and multiply by 100. This is the score in percentages.

EXAMPLE: $\frac{\text{Adjusted Score}}{\text{Total Points}} \times 100 = \underline{\hspace{1cm}}\%$

The trainee must score 90 percent or better for a passing grade. The supervisor will review the completed Observation Checklist with the trainee. However, the completed Observation Checklist will remain in the supervisor's possession.

Name of Student _____

Supervisor's Signature_____

Date _____

**WIC CERTIFICATION PROGRAM
LEVEL I**

OBSERVATION CHECKLIST

INFANT LENGTH AND WEIGHT

Question	Pas s	Fail	N/A	Comments
1. Observe correct procedure for accurately measuring an infant's length:				
a. Infant laid on his back on the measuring board				
b. One person holds the infant's head firmly against the headboard				
c. Infant's eyes are pointing directly at ceiling				
d. Second person brings infant's knees together and extends legs				
e. Infant is fully extended and knees are prevented from flexing				
f. Movable footboard rests firmly against the infant's heels				
g. Length is read correctly				
h. Measurement is recorded to the nearest 1/8 inch in chart				
i. Clothing does not interfere with the measurement				
2. Observe correct measurement of weight of an infant:				
a. Scale balanced at zero with protective sheet				
b. Infant is placed in center of scale				
c. Appropriate weights moved until scale is in balance				
d. Weight is read correctly from the fractional and main weights				
e. Measurement is recorded to the nearest ounce in chart				
f. Weights are returned to zero position				
g. Child is protected from accidents throughout the procedure				
h. Infant is nude or in a dry diaper only				

**WIC CERTIFICATION PROGRAM
LEVEL I**

OBSERVATION CHECKLIST

INFANT LENGTH AND WEIGHT

Question	Pass	Fail	N/A	Comments
3. Have the weight-for-age and height-for-age been accurately plotted on the growth chart?				
4. Has the weight-for-length (height) been accurately plotted?				
5. Did the participant receive adequate explanation of appropriate growth pattern?				
6. Observe correct measurement of height for a child or adult:				
a. Child is over 24 months of age				
b. Hats and shoes are removed; clothing does not interfere with measurement.				
c. Participant stands tall with shoulder blades, buttocks, and heels touching the measuring tape				
d. Arms are at sides, knees together, feet flat on floor				
e. An appropriate headboard is lowered until it firmly touches the head				
f. Height is correctly read where the bottom of the headboard touches the measuring tape				
g. Measurement is recorded to the nearest 1/8 inch on the chart				
7. Observe correct measurement of weight of a child or adult:				
a. Scale is balanced at zero				
b. Participant stands in center of platform, body upright, arms hanging naturally at sides				
c. Appropriate weights are moved until scale is in balance				
d. Weight is correctly read from the fractional and main weights				
e. Measurement is recorded to the nearest quarter pound in chart				

**WIC CERTIFICATION PROGRAM
LEVEL I**

OBSERVATION CHECKLIST

INFANT LENGTH AND WEIGHT

Question	Pass	Fail	N/A	Comments
f. Weights are returned to the zero position				

g. Light clothing is worn by adult. No shoes, OR amount of clothing is documented				
8. Were the height and weight accurately recorded in the participant's chart?				
9. Was the prenatal weight plotted accurately?				
10. Has pregravid weight status been assessed correctly?				
11. Have the child's weight-for-age and height-for-age been accurately plotted on the growth chart?				
12. Has the weight-for-height been accurately plotted?				
13. Observe correct procedure for blood specimen collection:				
a. Finger cleansed with alcohol-allowed to dry				
b. Quick, firm jab with lancet				
c. Lancet disposed of promptly and correctly				
d. First drop of blood wiped away				
e. Longest end of capillary tub inserted into center of drop of blood				
f. Finger not squeezed or milked to increase blood flow				
g. Tube filled exactly to the calibration mark				
h. Outside of capillary tube free of blood				
i. Tube filled to mark and dry end only plugged				
j. Plug of clay no greater than 1/8 inch				
k. Participant instructed to apply slight pressure to wound with a clean cotton ball				

**WIC CERTIFICATION PROGRAM
LEVEL I**

OBSERVATION CHECKLIST

INFANT LENGTH AND WEIGHT

Question	Pass	Fail	N/A	Comments
14. Observe correct procedures for centrifuge operation:				
a. Examiner can open and close top cover and lock and unlock head cover				
b. Capillary tubes are placed with clay-sealed ends near the outside parameter				
c. The number of the slot for each participant's tube is recorded (if spinning more than 1 participant's blood)				
d. Examiner locks head cover and top cover before starting the motor				
15. Observe correct procedures for scoring and measuring:				
a. Reader card is placed on flat table, examiner stands directly above the card				
b. One capillary tube at a time is read				
c. The top of the clay is aligned perpendicular to the zero % line				
d. Tube is moved until clear fluid level at top intersects the 100% line				
e. Hematocrit is correctly read				
f. Hematocrit is recorded in the participant's ASPENS record				
16. If the participant was found eligible for WIC services, was she given an "Initial Explanation to the WIC Program" to include the following points:				
a. The purpose and functions of the WIC Program				
b. The reasons for the participant's eligibility with specific references to the nutrition risk conditions				
c. The foods provided by the WIC Program				

**WIC CERTIFICATION PROGRAM
LEVEL I**

OBSERVATION CHECKLIST

INFANT LENGTH AND WEIGHT

Question	Pass	Fail	N/A	Comments
d. The importance of the <u>supplemental</u> foods being consumed by the participant, rather than the entire family				
e. How to use the WIC check				
f. The rules and regulations of the local WIC Program				
g. The length of the certification period				

WIC #625 Revised 11/00